

Department of Communication Studies

Full-time Faculty Workload Policy

Updated June 25, 2018

Annual workload for all full-time faculty members should reflect the mission and aspirations of the Department of Communication Studies and align with the mission and goals of the College of Art Media and Design of Northeastern University.

Department Mission

The Communication Studies program is committed to understanding and examining the role of communication in human relationships, organizations, media, cultures, society, and civic affairs, and to developing students' personal and professional communication skills.

We are committed to promoting ethical, responsible, and effective communication and to preparing students for their roles as citizens in a democratic society and as citizens of the world. Students gain a comprehensive historical and theoretical knowledge of communication and a wide range of communication skills that are useful in their personal lives, community involvement, future careers, and as preparation for advanced study.

Overview and Procedures

Annual workload for each full-time faculty member will be allocated among 100% of professional time devoted to teaching and education (teaching), research, scholarship and creative activities (research), and service and communication outreach (service).

The scope of activities performed within 100% of professional time for each full-time faculty (FTF) will differ between non-tenure track (NTT), and tenured/tenure-track (T/TT) faculty.

The department annual merit committee will review faculty members' teaching, research and service relative to their workload assignment. In addition to completing the required reporting, faculty members can provide a one page document highlighting their accomplishments and future plans. Faculty members must report the start and expected completion dates of research; the committee can request evidence of work in progress.

Adjustments to teaching load will be made in accordance with University and Faculty Handbook Policies regarding sabbaticals, leaves of absences, and parental teaching relief, among others. For assessing workload performance each year, the Department will follow the definitions and metrics for assessment of teaching, research, and service as outlined in later in this document.

Core Expectations

In addition to specific service responsibilities, including committees and student advising, all full-time faculty are expected to participate in the following:

- T/TT, NTT Teaching Professors, and Lecturers
 - actively participate in monthly Department faculty meetings.
 - participate in all other Department activities, including faculty searches and student-related activities (excluding Lecturers as appropriate).
- T/TT: participate in various self-studies and reviews of the Department that are initiated at the Department, College or University level.
- T (associate and full professors): attend and participate in all Department Tenure & Promotion Committee review meetings.
- T (full professors): attend and participate in all Full Professor Committee review meetings.

Workload allocation by faculty type

- Lecturers
 - 80% teaching (6 courses per year)
 - 20% service
- Teaching Professors
 - 80% teaching (6 courses per year)
 - 20% service
- Tenure-track faculty during the probationary period:
 - 40% teaching (2-4 courses per year)
 - 50% research/creative activity
 - 10% service
- Tenured faculty:
 - 40% teaching (4 courses per year)
 - 40% research
 - 20% service
- Tenured Faculty: Research-inactive (see next section)
 - 75-90% Teaching (6-7 courses per academic year)
 - 10-25% Service

*Tenure-track course releases. See the document titled “CAMD Policy on Teaching Releases for Tenure-track Faculty” on CAMD’s standard.

Note: For T/TT with joint appointments with tenure home in the Department of Communication, the workload policy of the Department of Communication will serve as the guiding mechanism to assess and assign workload. Annual evaluations of workload performance and potential adjustments in workload will be performed by the Department of Communication in conjunction with the Chair of the other academic departments or units in which the faculty member holds a joint (non-tenure-home) appointments and the Deans’ offices should also be consulted. The

percentage of appointment in the Department of Communication Studies and the non-tenure-home departments or units will be considered in final determinations of annual teaching and service expectations. In some cases, teaching and/or service activity may be rotated each academic year or every other academic year to ensure that the faculty member's professional activities support the overall goals of each appointing unit in proportion to their appointment percentages.

Tenured Faculty Research Inactivity

Tenured faculty members who receive a *unsatisfactory* assessment for research and scholarship by merit review committees in at least 2 out of the previous 3 calendar years are deemed research inactive. This means the faculty member does not meet disciplinary expectations for progress on peer-reviewed long-term research, scholarly, or creative projects, applications for appropriate external funding, and regular dissemination of research/scholarship/creative activity in appropriate venues.

Once research inactivity has been determined through the annual merit review process, the unit head, in consultation with the Office of the Dean, will prepare a written improvement plan. The unit head will then meet with the faculty member and the Dean or his/her delegate on the improvements that need to be made. The unit head will also indicate in this meeting and in the written improvement plan that if improvements are not successful by the end of the next academic year, the faculty member's workload will be reallocated.

Research inactive faculty who wish to return to research active status can request reinstatement during the annual review with the merit committee and unit head. If a faculty member does not wish to be reinstated to research active status, the workload reallocation will be made and no further action will be necessary.

Teaching

Faculty members are expected to engage in a range of teaching activities that provide a high-quality education to students. Teaching excellence is understood to be essential for attracting outstanding students into the undergraduate and graduate programs. Teaching activities for all Communication Studies faculty include undergraduate and graduate courses, as well as supervising, training, and mentoring undergraduate, graduate, and postdoctoral students.

Teaching loads for Communication Studies faculty should be comprised of an equitable distribution of small/medium/large-enrollment courses with the goal of attaining a balanced load among all faculty. The development of new courses, refreshment of curricula and individual courses, and repetition of the same course preparation should be accounted for in attaining this balance.

Administration Load and Adjustments to Teaching

Administrative load is identified and defined by the Chair and course releases are granted in consultation with the Dean's office. Administrative responsibilities and the accompanying course releases are evaluated annually in consultation with the Dean of the College and they might include: serving as editor of a journal, coordinating courses with multiple sections, or assuming leadership roles in the department.

Examples of major professional activities that would be weighed by the Department merit committee in considering a reduction in annual teaching workload include:

- Editing a journal
- Coordinating the basic course
- Coordinating an area of the curriculum
- Assuming an administrative leadership role in the department
- Principal investigator or co-principal investigator on a major externally funded grant

Service

Faculty members are expected to perform service activities within the University. This service is critical in contributing to the quality and effectiveness of the Department of Communication Studies, CAMD, and the University. Such service responsibilities may include administrative duties, mentoring junior faculty colleagues, committee work, participating in search committees, aiding in policy or new program development, participating in diversity and inclusion initiatives, advising students, admissions events, community outreach, and involvement in comparable roles that contribute to the Department, College, and University.

Faculty contributions to professional activities are also considered service. These activities may include, among others, participation in conference organization, membership on professional committees, membership on editorial boards and review panels, reviewing papers and grant proposals, and outreach through professional societies.

Research/Scholarship/Creative Activity

Faculty members are expected to engage in a range of research activities. Faculty can show research activity by any combination of the following:

- A current program of research through conference presentations/papers that may lead to book chapters or peer-reviewed journal articles.
- Serving as Principal Investigator or Co-Investigator on major externally funded grant projects and effectively leading research groups to produce conference presentations/papers, peer-reviewed journal articles, and book chapters.
- Participating in a major book project. This is typically a 4-7 year period inclusive of research, proposal, contract, and publication. During this period the faculty ought to

show current research output by participating in conference presentations, publications, white papers, policy proposals, and media interviews.

- By partaking in participatory action research (PAR). As this is an approach to research in communities that emphasizes participation and action, researchers can demonstrate productivity in measurable outcomes-based research that includes the publication of book, reports, expert testimony, white papers, journal articles, the drafting and/or implementation of recommended changes by expert organizations.
- By the publication of policy-relevant reports that inform professional practice or policy change that are published and/or commissioned by expert organizations.
- By serving as editor or co-editor of an academic journal or an edited volume with an academic press that defines and cultivates a research agenda inclusive in the field.
- By producing documentaries and major multi-media projects.

Status and Revision of this Policy

The merit committee will review the Department of Communication Studies FTF Workload Policy annually and the current version will be distributed annually (via electronic format) to all full-time faculty members at the start of each academic year.

Should any faculty member wish to modify the policy, he or she should propose the changes for full discussion and vote at the next monthly Department faculty meeting; if the motion is approved by majority vote, the modification will be added to the policy, and the revised policy will be forwarded to the Dean of CAMD and the Provost's Office for consideration. The Provost's Office will review changes to workload policies once a year. If approved by the Dean and the Provost, the modification will be added to the policy with the date of modification, and the updated policy will then be electronically distributed to all faculty members, the Dean of CAMD, and the Office of the Provost.

Each full-time faculty member can, at any time, obtain a current list of workload assignments by request in writing from the Department Chair. The policy document will also be made freely available to any faculty member by written request through the Department of Communication Studies Main administrative office.

A copy of the Department workloads will also be provided to the CAMD Dean's Office at the start of each new academic year.

Checklist for Unit Workload Policy Documents

Each unit's chairperson and/or dean should initial each point on the checklist. By doing so, he or she attests that the full time faculty workload policy document satisfies each of these requirements.

- Document is consistent with published College and University policies.
- Document clearly reflects the goals/aspirations of the unit as these relate to workload.
- Document clearly defines the types of activities that constitute each of teaching, research/scholarship/creative activities/professional development, and service for the unit.
- Document describes the different types of full-time positions in the unit.
- Document clearly defines the teaching, research/scholarship/creative activities/professional development, and service expectations for the different types of appointments.
- Document describes all unit policies related to workload for full time faculty.
- Document describes criteria in which workloads may be modified, including pre-tenured minimum course reductions, family leaves, maternity/adoption leaves, and medical leaves.
- Document states how frequently the workload policy document will be reviewed.
- Document indicates where and how the unit's current workload policy document can be found.
- Document indicates where and how the workload assignments for each full time faculty member can be found.
- Document describes the process for faculty to address any concerns with their workload in the unit.
- Document indicates date of approval, any subsequent modifications by the unit, and anticipated date of next review.
- Document indicates date of approval of the unit's dean.
- Document indicates when it was sent to the Provost's Office to be included in the master list of policies for all units, and date of approval of the provost.

If the unit has one or more faculty with joint appointments in other units:

- Document defines how the workload policy changes for faculty members with an appointment of less than 100% in the unit, include impact of tenure home.
- Document describes how the unit will coordinate workload policy decisions with other units for faculty members with joint appointments, and how differences in workload expectations across units will be handled.